

CAREER OPPORTUNITY: OFFICE + OPERATIONS MANAGER

Position Open until Filled. Priority given to applications received by April 19, 2018

ABOUT US

Velocity is Seattle's award-winning cultural hub advancing dance and movement art by fostering the creative explorations of artists and audiences. We are at the forefront of a movement of risk-taking art that shatters assumptions and builds community. Our culture is artist-focused and highly collaborative. Velocity is catalyst for artists and action; a resource and laboratory for the open exchange of art and ideas. We work towards a world that celebrates a diversity of cultural heritage, race, class, artistic expression, ability, gender identity and sexual orientation. We work towards a world where dance artists are valued for their singular contribution to society. Velocity activates three studios, an office/resource room, an online journal, a convertible 100-200 seat theater; and produces programming through out the region in partnership with major organizations. In recent years, Seattle has become one of the foremost centers for dance in the nation. Velocity is looking for a motivated, self-directed individual who welcomes the opportunity to join our exceptional team and engage with this dynamic environment.

Position Information:

Full-Time DOE. Health and dental benefits; generous paid holiday, vacation and sick leave; free admission to Velocity events and other Seattle theaters; unlimited free movement classes; subsidized studio rentals; professional development opportunities. Flexible schedule. This is a theater, some weekend /evening hours are required. Additional optional house management hours paid separately at a rate of \$75 per night.

Reports to:

Artistic Executive Director (AED); and Business Manager.

Responsibilities:

Office Management: Acting as the primary contact for prospective students, and renters, you ensure the smooth operation of day-to-day office and facility activities by:

- Act as the front line of customer service, provide concierge service to all walk in clientele, and communication via email and phone.
- Manage new student processing.
- Manage faculty W-9s, and faculty handbook.
- Manage all studio rental contracts, from site tours and initial booking to final invoicing and payment.
- Oversee MindBody online booking management.
- Maintain clear office organization, database management, and office manuals

- Manage of all other office systems: database management, IT. Keep an inventory of all equipment and software issued to employees.
- Manage Office/Facilities stock including office supplies and first aid.
- Work with Communications Manager to keep class and rental webpages updated; and manage annual promotional mailings.
- Serve as first point-of-contact for all customer issues, or emergencies.

Facilities Management

- Ensure order, cleanliness, safety and well-being of Velocity spaces and upkeep of facility (with TD) interior and exterior spaces.
- Work with Technical Director to maintain safety/quality of theater.
- Maintain clear policies for building use and entry.
- Oversee work-study students, volunteers and vendors.

Audience Services: Acting as the primary contact for theater renters, you ensure the smooth operation of day-to-day theater activities by:

- Manage all rental contracts, from site tours and initial booking to final invoicing and payment.
- Set up and manage online box office, front-of-house staff, and volunteers.
- Coordinate with Velocity's designated catering company to help facilitate wedding and fundraiser rentals; give tours as needed during your hours.
- Work with production and programming teams to ensure a positive patron experience at all artistic programs, including attending monthly production meetings.
- Put all AccessVelocity rentals into online calendar and keeping Velocity programming staff apprised of changes.
- Work with Communications Manager to keep Velocity's Access Velocity page updated with theater rental information.
- Set-up and manage bar; oversee purchasing.
- Provide sales reports for Velocity-produced events.

Bookkeeping: Assisting the Business Manager to maintain an organized and transparent system for all income/expense processing by managing cash; income and cash deposits; processing expenses; and maintaining a system of transparent reports and files, by:

- Manage and maintain organized petty cash system.
- Prepare cash box(es) for performances, and master classes.
- Process invoices for Business Manager and prepare weekly cash deposits.
- Prepare and deposit weekly bank deposits.
- Process MindBody, Square, Patron Manager and any other online income streams.
- Prepare weekly files for the bookkeeper documenting deposits.
- Invoice, process and collect all payments and invoices in QuickBooks.
- Maintain a system of transparent reports, and Quickbooks files for weekly financial meetings.
- Work with accountant and executive to assign uncategorized expenses.

QUALIFICATIONS:

- Bachelor's degree and at least one year experience working in arts administration.
- Passion for risk-taking dance, and a belief in arts ability to transform communities, neighborhoods and society.
- Very organized and detail orientated.
- A self-starter, successful working in a fast-paced team.
- Experience managing volunteers or team members to do their best work.
- Enjoys a collaborative, creative work environment.
- Proficient in Excel
- Preferred: Some experience with MindBody, Salesforce/PatronManager, QuickBooks.
- Able to lift up to 40lbs.
- Fluent in English; conversational skills in other languages a plus, but not required.
- Committed to the mission and values of Velocity.

ABOUT YOU

You love contemporary performance, and the arts as a catalyst for change. You enjoy connecting people to opportunities, and audiences to creative adventures. You love putting on a great performance - from the bar, to the seating arrangements, to creating efficient box office systems. Building and maintaining relationships with people from all walks of life comes naturally to you. You are very organized, detail orientated, and self-motivated. You get satisfaction from managing the details with checklists and deadlines. You have an enquiring mind and enjoy devising ways to improve and streamline office and communication systems whenever you can. You are happy working with computers, and enjoy maintaining sound knowledge of the software needed for to do your job effectively.

To Apply

Please send letter of interest, resume, and two professional references to Stefanie@velocitydancecenter.org. No phone calls please.

VELOCITY fosters a creative and professional environment that reflects the diversity of Seattle. We are actively recruiting a wide pool of applicants representing dimensions of difference that include - but are not limited to - age, national origin, ethnicity, race, religion, sexual orientation, gender.

Employees must maintain a degree of flexibility in our rapidly changing environment and, as such, may be required to perform additional duties beyond the scope described here from time to time.